Uncertified Federal Program Officers and **Program Office Staff** are *identical roles in Grants Online* and have the following capabilities:

. They can be assigned as the Program Officer on an RFA or application.

· They can complete the PO Checklist.

. **They cannot certify the PO Checklist.** (Error Message: "Warning! The PO Checklist can only be certified by a Certified Program Officer. Please reassign this Application to a Certified Program Officer after pressing the Save and Return to Main button.")

· **They cannot forward the award file to the Grants Specialist.**

· They can fill out the NEPA doc and send it onto the NEPA Official.

· They can complete Negotiations.

· They can fill out the PRCF and send it onto the Requestor.

· They can initiate a Partial Funding.

· **They cannot create AARs. (Neither can Certified FPOs)**

· **They cannot create Amendments. (Neither can Certified FPOs)**

· They can accept the minimum requirements checklist but **cannot reject, *they must reassign to a Certified Federal Program Officer to reject.***

· **They cannot forward an RFA, Reviewer Instructions, or FFO/FRN/Omnibus Synopsis.** (They can be the Program officer for an RFA, but they can not send these forward) An error message will appear when the PO Staff clicks Start Workflow. The error message will say: "Warning! <Document name> can only be submitted to GMD by a Certified Program Officer. Please reassign any generated task to a Certified Program Officer after pressing the Save and Return to Main button."

· **They cannot forward Reviewer Instructions, AAR, Award File, or amendment to FALD for review.**

· They can create a Progress Report but cannot accept Progress Reports.

· They can be assigned as Requestors

· They can manage a Competition

· Program Office Staff will be retrieved from the Search Users screen when executing a reassignment.

Underlying requirement is that users with the role of Program Office Staff or Uncertified Federal Program Officer cannot communicate via Grants Online with Grants Management Division, FALD, Applicants, or Recipients.